

EXECUTIVE OFFICE OF THE PRESIDENT

BUREAU OF THE BUDGET

WASHINGTON, D.C. 20503

MAR 9 1970

Personal Memorandum for the Heads of Executive Departments and Establishments

The President has approved a review of the Executive Salary Schedule, and has asked me to provide consolidated information for all agencies of the Executive Branch. Will you send to me, not later than March 20, 1970, two copies of the following information for your agency:

1) A list, by each level, of all Executive Schedule positions (including any assigned by the President under authority of Section 5317, Title 5, U. S. Code) with the names of present incumbents. (Any vacancies should be so listed.)

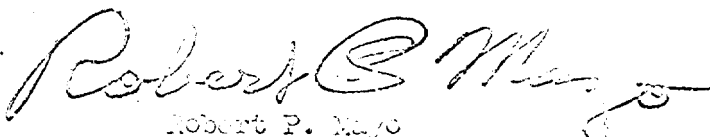
2) Your recommendations for: (a) changes in present levels of existing positions; (b) additions to the Executive Schedule, including any positions assigned under Section 5317 which you believe should be made permanent by statute; (c) deletions from the Executive Schedule, including any cancellations of positions assigned under Section 5317. Each recommendation under (a), (b), or (c) should include a statement of justification. (If any recommendation is now pending in the Bureau of the Budget as a part of proposed legislation awaiting clearance action, please so identify it.)

3) A skeleton or summary organization chart showing all Executive Schedule positions by title and the level relationships which would exist if your recommendations for changes, additions, and deletions should be approved and carried into law.

4) Any proposals for Executive Schedule positions for your Department or Agency now contained in pending legislation, including the bill number, bill number, and title of the position. If you have sent any legislative report on any such proposal to the Bureau of the Budget for clearance, please send a copy of the report.

It is important that this review be considered a privileged matter until such time as the President takes final action on it. I request, therefore, that this memorandum and your response not be made public or discussed more widely than necessary. Assistant Director Roger W. Jones (395-3910 or IDS 103-3910), or (395-4340 or IDS 103-4340) will be glad to confer with you or your action officer on any questions of intent or interpretation which you may have.

Please indicate in your reply the name and telephone number of the officer with whom you wish us to confer on any questions we may have in preparing the consolidated report to the President.

  
Robert P. Mayo

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<b>OFFICIAL ROUTING SLIP</b>					
TO	NAME AND ADDRESS		DATE	INITIALS	
1	Legislative Counsel				
2	L L M			LM	
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ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		INFORMATION		SIGNATURE	
<b>Remarks:</b>  Copies of this have been sent to the Director of Personnel and PPB. The Director of Personnel has been requested to prepare a proposed reply for my consideration not later than <u>16</u> March.					
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FROM: NAME, ADDRESS AND PHONE NO.				DATE	
Executive Director-Comptroller				11 Mar 70	
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